

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

- I. Position Title: Police Lieutenant
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|-----------------------|----------------|
| <u>Revision Date:</u> | 04/15          |
| <u>EEO Category:</u>  | Professional   |
| <u>Status:</u>        | Exempt (Admin) |
| <u>Control No:</u>    | 36402          |

II. Summary Statement of Overall Purpose/Goal of Position:

Serves at the pleasure of and under the direction of the Police Chief, under general supervision of a Police Division Commander, manages activities at the unit level as well as performing other special assignments as needed by the Chief of Police or designee. Assignments may be rotated based on department needs as determined by the Police Chief.

III. Essential Duties

- Meet with staff and plan unit and divisional activities.
- Involved in hiring, training, motivating, evaluating, disciplining and directing personnel.
- Short range personnel and administrative planning.
- Recommend unit and divisional policies and procedures.
- Solve unit and divisional problems and other internal issues.
- Communicate verbally and in writing to administration, the public, other agencies and employees.
- Prevent or detect crime, and enforce criminal statutes or ordinances.
- Provide community protection.
- Address the community's law enforcement concerns.
- Organize staff and administrative meetings.
- Meet with citizens about their concerns and questions.
- Manage overall field operations including acting as Incident Commander at major incidents.
- Act as Division Commander during the absence of the Division Commander.
- Provide back-up assistance when needed.
- Coordinate specialized external programs (i.e. Sex Offender home visits, AP&P review board, etc.).

IV. Marginal Duties

- Address both internal and external requests for information.
- Make department and public presentations.
- Assist with Internal Investigations as needed.
- Assist the media when department spokesperson is not available.
- Perform other duties as assigned.

V. Qualifications:

**Education:** Bachelor's degree in law enforcement or related field preferred.

**Experience:** Requires a minimum of two years as a Sergeant with the Sandy City Police Department.

**Certifications/Licenses:** Must be able to qualify annually in emergency vehicle operations, firearms and ability course, unless excused by Chief of Police. Must pass and maintain Utah POST certification. Requires valid Utah driver's license.

**Probationary Period:** A one year probationary period is a prerequisite to this position.

**Knowledge of:** Principles of management, supervision, and planning; professional presentation skills; police terminology and policies; municipal and state laws; City and department policies and procedures; internal and external problem solving techniques.

**Responsibility for:** Responsible for making decisions that affect the activities of others; scheduling of employee shifts; supervision, and planning of Unit personnel; great responsibility for the care, condition, and use of materials, equipment, money, and tools; planning, organizing, and delegating all Unit assignments and responsibilities; applying the correct principles of community policing and community values.

**Communication Skills:** Organize, delegate, and establish meaningful goals; communicate effectively verbally and in writing; prioritize tasks. Ability to professionally furnish and obtain information from other departments; frequent contacts with executives on matters requiring explanations and discussions; contacts with other enforcement agencies; regular and frequent outside contact with persons of high rank, requiring tact and judgement to deal with and influence people; requires well developed sense of strategy and timing; frequent contact with people who are hostile and aggressive which requires much listening and problem solving; responds to situations involving threats to public safety and make emergency decisions affecting the lives and health of others; frequent outside contact with public presenting data that may influence important decisions.

**Tool, Machine, Equipment Operation:** Regular use of a city vehicle and firearm. Frequent use of office equipment including a telephone, copier, computer and printer.

**Analytical Ability:** Work well under pressure and impending deadlines; establish effective working relationships with employees and the public; apply general principles to specific conditions.

VI. Working Conditions:

*Physical Demands:* Duties of job require moderate physical exertion; employee typically handles office equipment, objects or controls and police equipment; may frequently bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and move up to 50 pounds. Constant attendance is required.

*Work Environment:* Great mental effort is required daily; great mental pressure and fatigue are present in this position due to daily exposure to stressful situations as a result of human behavior, deadlines and other problem solving issues.; require recommending and follow-up of disciplinary action relating to police employees; Position requires extensive field work (50% of work is performed inside and 50% is performed in field). While performing duties, employee's life or personal safety is at risk. The noise level is usually moderate. Moderate exposure to overtime, emergency situations, and evening and weekend work. Employee will organize own work and work will be performed with very little supervision.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_